

## CITY OF SEATAC

# ENVIRONMENTAL CHECKLIST

**(NOT A BUILDING PERMIT APPLICATION – PERMIT APPLICATIONS ARE  
THROUGH THE BUILDING DIVISION)**

### **PURPOSE:**

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An Environmental Impact Statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

### **SUBMITTAL:**

#### **Fees determined by estimated cost of project:**

1.	\$0 - \$250,000	\$ 500.00
2.	\$250,000 - \$500,000	\$ 700.00
3.	\$500,000 - \$1,000,000	\$1,200.00
4.	\$1,000,000 +	\$1,700.00

### **INSTRUCTIONS:**

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your observation or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write “do not know” or “does not apply”. Complete answers to the questions may avoid unnecessary delays later. Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions to the best of your ability; or if you have difficulty, the governmental agency can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal, or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information related to determining if there may be significant adverse impact.

**USE OF CHECKLIST FOR NON-PROJECT PROPOSALS:**

Use the checklist for non-project proposals, even though questions may be answered “does not apply”. In addition, complete the **Supplemental Sheet for Non-project Actions (Part D)**. For non-project actions, the references in the checklist to the words “project”, “applicant”, “property”, or “site” should be read as “proposal”, “proposer”, and “affected geographic area”, respectively.

## SEPA REVIEW PROCESS

1. An applicant shall have a pre-application meeting with the City's Development Review Committee" (DRC) before an application is accepted.
2. Upon acceptance of an application by the City, you will receive a "Determination of Completeness" (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete.
3. A "Notice of Application" (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. There is a 14 day comment period for a NOA.

You will be required to post a "Notice Board" on the property in conformance with Section 16.07.010B. of the SeaTac Municipal Code Volume II. An example is attached at the end of this application packet. An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property. The "Notice Board" shall be installed on the property on or before the date the NOA is published in the paper.

4. The SEPA determination will be issued after the comment period for the NOA has expired. Notification of the SEPA determination will be in the same manner as a NOA.
5. If a public hearing is required before the Hearing Examiner or the City Council for the permit or action requested, notification will be done in the same manner as with a NOA and SEPA determination.
6. A "Mitigated Determination of Nonsignificance" (MDNS) or a "Determination of Nonsignificance" (DNS) will be sent to the applicant/property owner and to all "Parties of Record" (all persons who have commented on the proposal or asked to be on the mailing list) regarding the City's decision for a permit or action. The MDNS or DNS will be sent within 120 days from the issuance of the DOC. There is a 10 day appeal period for a "Notice of Decision."
7. The "Notice Board" shall be removed within 30 calendar days of the publication of the NOD

## ENVIRONMENTAL CHECKLIST

Date Checklist Prepared: \_\_\_\_\_

Parcel No. \_\_\_\_\_

### A. BACKGROUND

1. Name of proposed project:
  
  
  
  
  
  
  
  
  
  
2. Name of applicant:
  
  
  
  
  
  
  
  
  
  
3. Address, phone numbers and email of applicant:
  
  
  
  
  
  
  
  
  
  
4. Name of contact person:
  
  
  
  
  
  
  
  
  
  
5. Address, phone numbers and email of contact person:
  
  
  
  
  
  
  
  
  
  
6. Agency requesting checklist:

7. Proposed timing or schedule (including phasing):
8. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
9. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
10. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? Explain.

11. List any government approvals or permits that will be needed for your proposal.
12. Give brief, complete description of your proposal, including the proposed uses and the size, with square footage, of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.
13. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, and section, township, and range. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

## B. ENVIRONMENTAL ELEMENTS

## 1. Earth

- a. General description of the site (article one): Flat, rolling, hilly steep slopes, mountainous, other \_\_\_\_\_.
- b. What is the steepest slope on the site (approximate percent slope?)
- c. What general types of soils are found on the site (for example – clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? Describe.
- e. Describe the purpose, type and approximate quantities of any filling or grading proposed. Indicate source of fill.
- f. Could erosion occur as a result of clearing, construction, or use? Generally describe.
- g. About what percent of the site will be covered with impervious surfaces after project construction (e.g. asphalt and buildings)?



- h. Proposed measures to reduce or control erosion, or other impacts to the earth.

2. **Air**

- a. What types of emissions to the air would result from the proposal (i.e. dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? Generally describe and give approximate quantities if known.
  
  
  
  
  
  
  
  
  
  
- b. Are there any off-site sources of emissions or odor that may affect your proposal? Generally describe.
  
  
  
  
  
  
  
  
  
  
- c. Proposed measures to reduce or control emissions or other impacts to the air;

### 3. Water

a. Surface

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year round and seasonal streams, saltwater, lakes, ponds, or wetlands?) Describe type and provide names. If appropriate, state what stream or river it flows into.
- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters. Please describe and attach available plans.
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
- 5) Does the proposal lie within a 100-year floodplain? Note location on the site plan.
- 6) Does the proposal involve any discharges of waste materials to surface waters? Describe the type of waste and anticipated volume of discharge.

b. Ground

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities.
  
  
  
  
  
  
  
  
  
  
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial containing the following chemicals; toxic or non-toxic, agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water Runoff (including storm water)

- 1) Describe the source of runoff (including storm water) and method of collection and disposal. (include quantities). Where will this water flow? Will this water flow into other waters? Describe.

- 2) Could waste materials enter ground or surface waters? Generally describe.

- d. Proposed measures to reduce or control surface, ground, and runoff impacts, if any.

4. **Plants**

- a. Check or circle types of vegetation found on the site:

\_\_\_ deciduous tree: alder, maple, aspen, other  
\_\_\_ evergreen tree: fir, cedar, pine, other  
\_\_\_ shrubs  
\_\_\_ grass  
\_\_\_ pasture  
\_\_\_ crop or grain  
\_\_\_ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, reed canary, other  
\_\_\_ water plants: water lily, eelgrass, milfoil, other  
\_\_\_ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?
  
  
  
  
  
  
  
  
  
  
- c. List threatened or endangered species known to be on or near the site.
  
  
  
  
  
  
  
  
  
  
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site.

**5. Animals**

- a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other \_\_\_\_\_  
mammals: deer, bear, elk, beaver, other \_\_\_\_\_  
fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

b. List any threatened or endangered species known to be on or near the site.

c. Is the site part of a migration route? Explain.

d. Proposed measures to preserve or enhance wildlife.

**6. Energy and Natural Resources**

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

- b. Would your project affect the potential use of solar energy by adjacent properties? Generally describe.
  
  
  
  
  
  
  
  
  
  
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts.

**7. Environmental Health**

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? Describe.
  - 1) Describe special emergency services that might be required.
  
  
  
  
  
  
  
  - 2) Proposed measures to reduce or control environmental hazards.



b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?
  
  
  
  
  
  
  
  
  
  
- 2) What types and levels of noise would be created by or associated with the project on a short time or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
  
  
  
  
  
  
  
  
  
  
- 3) Proposed measures to reduce or control noise impacts.

8. **Land and Shoreline Use**

- a. What is the current use of the site and adjacent properties?  
Site-  
North-  
South-  
East-  
West-

- b. Has the site been used for agriculture? Describe.
- c. Describe any structures on the site.
- d. Will any structures be demolished?
- e. What is the current zoning classification of the site?
- f. What is the current Comprehensive Plan designation of the site?
- g. If applicable, what is the current Shoreline Master Program designation of the site?

- h. Has any part of the site been classified as an “environmentally sensitive” area? Specify.
- i. Approximately how many people would reside or work in the completed project?
- j. Approximately how many people would the completed project displace?
- k. Proposed measures to avoid or reduce displacement impacts.
  - 1) Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans if any.

9. **Housing**

- a. Approximately how many units would be provided? Indicate whether high, middle, or low-income housing.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- c. Proposed measures to reduce or control housing impacts.

10. **Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is/are the principal exterior building material(s) proposed?
- b. What views in the immediate vicinity would be altered or obstructed?
- c. Proposed measures to reduce or control aesthetic impacts.

**11. Light and Glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
  
  
  
  
  
  
  
  
  
  
- b. Could light or glare from the finished project be a safety hazard or interfere with views.
  
  
  
  
  
  
  
  
  
  
- c. What existing off-site sources of light or glare may affect your proposal?
  
  
  
  
  
  
  
  
  
  
- d. Proposed measure to reduce or control light and glare impacts, if any.

## 12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? Describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant.

### 13. Historic and Cultural Preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? Generally describe.

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

- c. Proposed measures to reduce or control impacts.

**14. Transportation**

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans.

- b. Is the site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

- c. How many parking spaces would the completed project have? How many would the project eliminate?
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? Generally describe (indicate whether public or private).
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? Generally describe.
- f. How many vehicular trips per day would be generated by the completed project? Indicate when the peak volumes would occur.



- g. Proposed measures to reduce or control transportation impacts.

**15. Public Services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? Generally describe.
  
  
  
  
  
  
  
  
  
  
- b. Proposed measures to reduce or control direct impacts on public services.

**16. Utilities**

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**C. SIGNATURE**

The above answers are true and complete to the best of my knowledge, I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_  
(Please Print Name after Signature)

Date Submitted: \_\_\_\_\_

**D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS**

**(Do Not Use This Sheet For Project Actions)**

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment. When answering these questions, be aware of the extent of the proposal, or how the types of activities likely to result from the proposal would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

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1. How would the proposal be likely to increase discharge to water, emissions to air, production, storage, or release of toxic or hazardous substances, or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designed (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplain, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

## **ENVIRONMENTAL APPLICATION** **REVIEW CHECKLIST**

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.060 and RCW 36.70B.090. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” will be issued within 28 days of acceptance stating whether your application is complete or incomplete. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application review.** If you have any questions, contact the Department of Planning and Community Development.

### **Return this checklist with your application**

*For Office Use Only*

**Date Reviewed:** \_\_\_\_\_ **Date of Pre-App Meeting:** \_\_\_\_\_

### **Part 1 – Plan Submittal**

	<u>Applicant</u>	<u>Staff</u>
1. <i>Environmental Checklist</i> is filled out, original and four (4) copies submitted.	_____	_____
2. The DRC comment sheets, five (5) copies submitted.	_____	_____
3. A <b><i>legal description</i></b> of the subject property is provided.	_____	_____
4. A <b><i>letter of availability</i></b> from the appropriate water district, five (5) copies.	_____	_____
5. A <b><i>letter of availability</i></b> from the appropriate sewer district, five (5) copies.	_____	_____
6. A <b><i>Title Report (dated within last 90 days), five (5) copies.</i></b>	_____	_____
7. A check written to the City of SeaTac for the filing fee of the Environmental Checklist.	_____	_____

	<u>Applicant</u>	<u>Staff</u>
8. Five (5) copies of all plans. Additional copies may be required prior to any public hearings.	_____	_____
9. All oversized plans folded to 8 1/2" x 14".	_____	_____
10. One paper reduction of each oversized plan to 8 1/2" x 11".	_____	_____
11. County Assessor's Map(s) showing a 1,000' radius around edges of subject property. ( <i><b>Applies only if labels are <u>not</u> purchased from the City of SeaTac.</b></i> )	_____	_____
12. A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 1,000' of the subject property (see attached directions) with the return address for the City of SeaTac Planning Department. A return address stamp is available for your use upon request. ( <b>NO METERED MAIL</b> ).	_____	_____
13. A photocopy or printout of names and addresses.	_____	_____
14. The original receipts for the costs of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 500 and 1,000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1,000 feet.	_____	_____

**Part II- Site Plan Requirements**

15. A dimension site plan drawn to scale showing the following:		
a. Dimension and shape of lot with adjacent street names;	_____	_____
b. Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings;	_____	_____



	<u>Applicant</u>	<u>Staff</u>
c. Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes;	_____	_____
d. Proposed landscaping (size, species, location, Planting details and distance apart. <b><i>An irrigation plan shall also be submitted;</i></b>	_____	_____
e. Existing water courses, wetlands, utility lines, structures, rockeries or other relevant manmade or natural features;	_____	_____
f. All existing trees over 8" in diameter by species and an indication of which will be saved;	_____	_____
g. The gross floor area and parking calculations (Cite applicable city code);	_____	_____
h. Existing and finished grades at 5' contours;	_____	_____
i. Proposed storm drainage, sidewalks, conceptual grading and drainage plan and Level 1 Downstream Storm Drainage Analysis.	_____	_____
j. The location of any recreation/open space with dimensions;	_____	_____
k. Proposed public dedication/open space;	_____	_____
l. Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' ( <b><i>engineering scale only</i></b> );	_____	_____
m. Drawing and/or text describing the scale, bulk and architectural character of the proposed structure;	_____	_____
n. A text describing conditions or features which cannot be adequately displayed on maps or drawings;	_____	_____

- o. A description of plans for covenants, uses and continuous maintenance provisions for the project; \_\_\_\_\_
- p. Proposed phasing; \_\_\_\_\_
- q. Vehicular and pedestrian circulation and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern. \_\_\_\_\_

**IF LIGHTING IS PROPOSED FOR THE PROJECT**

- 16. A *lighting plan* complying with the City of Seatac's lighting requirements, five (5) copies. (See attached) \_\_\_\_\_

## COMMERCIAL AND MULTI-FAMILY EXTERIOR LIGHTING REQUIREMENTS

### APPLICABILITY

Any changes to exterior lighting or any new exterior lighting must comply with the following standards and submittal requirements.

### SUBMITTAL REQUIREMENTS

1. **Lighting Plan.** A lighting plan showing all proposed exterior lighting fixtures, and their relationship to buildings, landscaping, and parking areas, shall be approved by the City Police Department prior to issuance of a building permit. Construction shall be in accordance with the approved lighting plan.

The following shall be included with the plan:

- a. Isolux or point-by-point photometric calculations at intervals of not more than ten (10) feet, at ground level.
    - The area covered by the photometric shall extend twenty feet (20') beyond the edge of the subject property, to show the effect of the lighting on adjacent properties.
    - The photometric shall include a summary data table, showing maximum, minimum, max. to min. and average to min. light level ratios.
  - b. Specifications for all proposed lighting fixtures including designation as IESNA "cut-off" fixtures, Color Rendering Index (CRI) of all lamps (bulbs), and other descriptive information on the fixtures.
  - c. Wattage of all bulbs. No bulb shall have a wattage greater than 250 watts.
2. **Luminaire "Cut Sheets".** Manufacturer's "cut sheets" showing the height and type of lighting fixtures.

### LIGHTING STANDARDS

1. **Lighting Levels.** Exterior lighting levels shall be designed in strict conformance with IESNA (Illuminating Engineering Society of North America) standards, as periodically revised and updated. Any increase or decrease in lighting levels above or below the minimum IESNA levels shall be approved by the Police Department and Department of Planning & Community Development.
2. **Light Standard Height.** Light standards shall be limited in height as follows:
  - a. no greater than 20 feet in height in residential areas, or within 20 feet of a residential area;
  - b. no greater than 25 feet in height in all other cases.

3. **Exterior Glare Shields.** All new exterior lighting adjacent to a noncompatible use (such as any commercial or multi-family use adjacent to single family residential) shall have external shields of sufficient length to shield light and prevent glare from reaching adjacent properties.
4. **Pedestrian Lighting.** In addition to parking lot lighting, pedestrian-level lighting shall be provided for all **retail, office, and housing uses** and for **other uses with substantial pedestrian activity**. Such lighting may include bollards, pedestrian-height fixtures, building façade lighting, path lighting and landscaping/accent lighting. To prevent glare, all light fixtures shall be selected and oriented so that the luminaire source is not visible or is shielded from view.
5. **Canopy Lighting.** Any lighting under canopies (such as gas station service areas, or covered parking drop off areas) shall be recessed into the canopy structure.

This certificate provides the Department  
of Planning and Community Development  
with information necessary to evaluate  
development proposals.

City of SeaTac/Planning Dept.  
17900 International Blvd.  
Suite 401  
SeaTac, WA 98188

**CERTIFICATE OF SEWER AVAILABILITY**  
**File No. \_\_\_\_\_**

\_\_\_\_ Building Permit    \_\_\_\_ Short Subdivision    \_\_\_\_ Preliminary Plat or PUD    \_\_\_\_ Rezone or other

**APPLICANTS**

NAME: \_\_\_\_\_

**PROPOSED**

USE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

(Attach map & legal description if necessary)

**1. SEWER PURVEYOR INFORMATION**

a. \_\_\_\_ Sewer Service will be provided by service connection only to an existing sewer  
main \_\_\_\_\_

OR

b. \_\_\_\_ Sewer Service will require an improvement to the sewer system of :

- (1) \_\_\_\_\_ feet of sewer trunk or lateral to reach the site; and/or
- (2) \_\_\_\_\_ the construction of a collection system on the site; and/or
- (3) \_\_\_\_\_ other (describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. a. The sewer system Improvement is in conformance with the County approved sewer  
comprehensive plan

OR

- b. The sewer system Improvements will require a sewer comprehensive amendment.
- c. The proposed project is within the corporate limits of the district, or has been granted  
Boundary Review Board (BRB) approval for extension of service outside the district or  
city.  
Review Board (BRB) approval for extension of service outside the district or city.

OR

a. Annexation or BRB approval will be necessary to provide service.

b. Service is subject to the following:

- (1) Connection Charge: \_\_\_\_\_
- (2) Easement(s): \_\_\_\_\_
- (3) Other: \_\_\_\_\_

I hereby certify that the above sewer purveyor information is true. This certification shall be valid for one year from the date of signature.

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Signatory Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**PART B:** *(TO BE COMPLETED BY WATER UTILITY)*

1. The proposed project is located within \_\_\_\_\_  
(City/County)
2. Improvements required to upgrade the water system to bring it into compliance with the utilities comprehensive plan or to meet the minimum flow requirements of project before connection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Based upon the improvements listed above, water can be provided and will be available at the site with a residual pressure of \_\_\_\_\_psi at \_\_\_\_\_gpm for a duration of \_\_\_\_\_hours at a velocity of \_\_\_\_\_fps as documented by the attached calculations.

I hereby certify that the above information is true and correct.

Date \_\_\_\_\_

**PART C:** (TO BE COMPLETED BY GOVERNING JURISDICTION)

1. Water Availability – Check one  
  
\_\_\_\_ Acceptable service can be provided to this project.  
  
\_\_\_\_ Acceptable service cannot be provided to this project unless the improvements listed in item #C2 are met.  
  
\_\_\_\_ System isn't capable of providing service to this project.
2. Minimum water system improvements: (At least equal to #B2 above)  
  
\_\_\_\_\_  
\_\_\_\_\_

---

Date \_\_\_\_\_



## **INSTRUCTIONS FOR OBTAINING ADDRESS LABELS**

### **OBTAINING LABELS FROM CITY OF SEATAC**

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Planning Department. Labels can be picked up at the Planning Department approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

### **Reminder:**

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½" x 4 ½") with the City's return address. **(NO METERED MAIL)**

***\*Please Note – If you choose to acquire your labels through a source other than City of SeaTac, a Tax Assessor's map(s) shall be submitted with the application.***

**City of SeaTac Address Labels Request Form**

Date of Request\_\_\_\_\_Date Needed\_\_\_\_\_

Applicant's Name\_\_\_\_\_

Street Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Phone \_\_\_\_\_FAX\_\_\_\_\_

E-mail Address\_\_\_\_\_

Project Name\_\_\_\_\_

Project Address\_\_\_\_\_

FILE NUMBER\_\_\_\_\_

**PARCEL NUMBER**\_\_\_\_\_

**For internal use only:**

Date completed:\_\_\_\_\_Completed by:\_\_\_\_\_  
Cost: \$ \_\_\_\_\_Date paid:\_\_\_\_\_

**GIS PRODUCTS AND SERVICES – 001.341.80.00.000**

## NOTICE BOARD DIMENSIONAL REQUIREMENTS


The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.

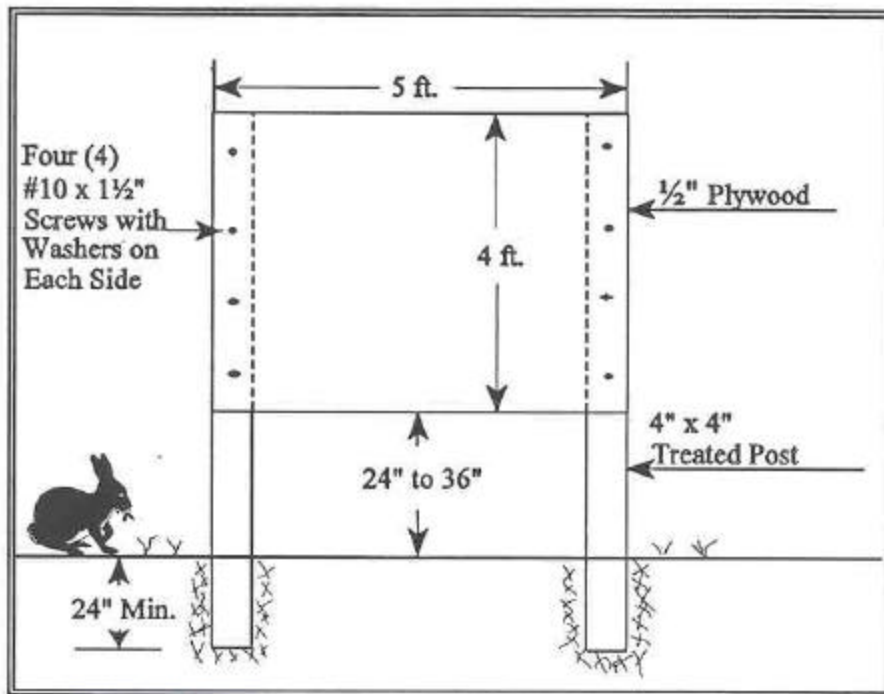
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**5 FT**

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	<p><b>NOTICE OF PROPOSED LAND USE ACTION</b></p>
<p>TYPE OF ACTION: FILE NUMBER: COMMENT DEADLINE: APPEAL DEADLINE:</p>	<p>SEPA SEP01-00001 07-25-01 08-06-01</p>
<p>FOR MORE INFORMATION CITY OF SEATAC 4800 South 188<sup>th</sup> Street (206) 973-4830</p>	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; padding: 5px; text-align: left;"><p>PUBLIC NOTICE 8 ½" x 11" (Laminated by Applicant)</p></div><div style="border: 1px solid black; padding: 5px; text-align: left;"><p>COPIES OF PUBLIC NOTICE IN REAL ESTATE BOX</p></div><div style="border: 1px solid black; padding: 5px; text-align: left;"><p>VICINITY MAP (Laminated by Applicant)</p></div></div>

## NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)



**CITY OF SEATAC**

**AFFIDAVIT OF INSTALLATION/REMOVAL**

**File No:** \_\_\_\_\_

STATE OF WASHINGTON            )  
  ) ss.  
COUNTY OF KING                )

I, \_\_\_\_\_, being first duly sworn upon oath, depose and say: That I am the property owner or authorized representative of the property owner/s, and I have installed the Notice Board required under SeaTac Municipal Code 16.07.010B.1. on or adjacent to the site on or prior to the publication date of the "Notice of Application" in the Seattle Times.

Furthermore, I acknowledge that the Notice Board must be removed within fourteen days of the expiration of the appeal period outlined in the "Notice of Decision" issued by the City. If the Notice Board is not removed according to the above requirement, I hereby give my permission for the City of SeaTac (or designee) to go onto the property, remove the sign, and dispose of it at their discretion.

\_\_\_\_\_  
Property Owner/Authorized Representative

SUBSCRIBED AND SWORN TO before me on \_\_\_\_\_ , \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for  
State of Washington  
My Commission Expires:  
\_\_\_\_\_